

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES  
JOB OPPORTUNITY

**BEHAVIORAL HEALTH PROGRAM MANAGER**  
Forensic Services Division

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates currently on the exam list for Behavioral Health Program Manager.  
**Location:** Connecticut Valley Hospital, Russell Hall, Middletown, CT 06457  
**Job Posting No:** OC107960  
**Hours:** 8:00 a.m. – 4:30 p.m., Monday – Friday, (full time, 40 hours per week)  
**Salary Range:** \$ 80,261.00 - \$109,428.00  
**Posting Date:** November 23, 2015 **Closing Date:** December 6, 2015

**Eligibility Requirement:**

Candidates must have applied for and passed the **Behavioral Health Program Manager** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties include but are not limited to:**

Manage the DMHAS Pretrial Alcohol/drug Education Programs (PTIP), collaborate with DFS clinical managers by managing specific projects within other community programs, and implement and manage non-clinical services and processes. PTIP serves 9,000 persons annually and is an important diversion program that addresses public health issues of impaired driving (DUI) and drug use; management requires coordinating services of 8 private contracted agencies and Bail Services staff in all state courts, training program administrative staff, responding to frequent phone calls from clients and court staff, rebidding and managing contracts, managing budgets, managing billing and payment authorization to providers; problem solving complex cases; implementing and managing quality improvement. PTIP management and assistance to DFS clinical managers includes budget development for DFS community programs; develop policies for PTIP, the Crisis Intervention Team (CIT) program, and the Jail Diversion (JD) program; manage processes to ensure continuity of care for shared clients of DMHAS and the criminal justice system; use data and information from DFS program staff, DFS program databases and DMHAS, police, courts, Department of Correction, and the Judicial Branch, to analyze and develop recommendations to inform management, cost efficiency, efficacy, fidelity to model, resource allocation, and strategic planning for DFS community programs; measure and report outcomes for DFS community programs relevant to the state's effort to maintain public safety, reduce recidivism, and reduce incarceration of low risk offenders who need mental health and/or addictions services.

**Knowledge, Skills and Abilities:** Requires good math and computer skills, knowledge of principles and practices of public administration; considerable knowledge of community resources; knowledge of quality assessment and improvement techniques; considerable interpersonal skills; considerable oral and written communication skills

**Special Requirements:** Incumbent will be required to travel and must possess current motor vehicle operator's license and reliable transportation. Incumbent will be required to receive clearance to enter Department of Correction facilities.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATION TO:**

**DMHAS/Office of the Commissioner**  
Human Resources  
410 Capitol Avenue, 4<sup>th</sup> Floor  
Hartford, CT 06106  
[Maria.D.DeJesus@ct.gov](mailto:Maria.D.DeJesus@ct.gov)  
Fax: (860) 418-6697

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

(02) Managerial